

Motions/Multi-Part Motions

This document describes the process of docketing a motion/application in CM/ECF. It is assumed the user has an assigned user name and password.

Assistance with common technical matters is available on the Courts website at <http://www.ilsb.uscourts.gov/cmecffaq.shtm> or by calling the helpdesk at (618) 482-9075. Forms are available on the Court's website: <http://www.ilsb.uscourts.gov/procforms.shtm>

STEP 1 Login To CM/ECF

- Use Internet Explorer 5.5 or greater to access one of the following CM/ECF links:
 - **Train** CM/ECF: <http://ecf-train.ilsb.uscourts.gov>
 - **Live** CM/ECF: <http://ecf.ilsb.uscourts.gov>
- Click the “Southern District of Illinois – Document Filing System...” hyperlink. (See Figure A.)
- Enter your assigned login and password. The “client code” is not necessary for filing documents. Click Login. (See Figure B.)



Figure A

Authentication

Login:

Password:

client code:

Figure B

STEP 2 CM/ECF Main Interface

- Once logged in, the important announcements page displays. Click Bankruptcy. Note the Bankruptcy main interface is divided into two sections: (1) Main Menu (2) Events. (See Figure C.)

Bankruptcy Events

[Answer/Response...](#)

[Appeal](#)

[Batch Filings](#)

[CaseUpLoad](#)

[Claim Actions](#)

[Creditor Maintenance...](#)

[File Claims](#)

[Judge/Trustee Assignment](#)

[Motions/Applications](#)

[Multi-Case Docketing](#)

[Notices](#)

[Open a BK Case](#)

[Open an Involuntary Case](#)

[Other](#)

[Plan](#)

Menu (points to the top right area)

Events (points to the list of links)

Figure C

STEP 4 Case Number Screen

- Click Motions/Applications on the Bankruptcy Events screen. The Case Number screen displays.
- Enter the correct bankruptcy case number in the following format: yy-nnnnn (including the hyphen). (See Figure D.)
- Click Next.

File a Motion

Case Number

05-30026 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

Figure D

STEP 5 Motion Events Screen

- Click to highlight the appropriate motion/application event. (See Figure E.)

NOTE: Multiple motions/applications may be selected. Keep the [Ctrl] key depressed while clicking additional motions/applications.

- Click Next.

File a Motion

[05-30026 Ben Smith](#)

Type: bk Chapter: 7 v Office: 3 (East St Louis)

Assets: n Case Flag: DebtEd, CredCoun

Reinstate Case
Reinstatement of Retiree Funds
Release Rental Deposits from the Court
Relief from Stay
Reopen Chapter 11 Case
Reopen Chapter 12 Case
Reopen Chapter 13 Case
Reopen Chapter 7 Case

Next Clear

Figure E

STEP 6 Joint Filing Screen

- The Joint Filing screen will only be used if another attorney is joining in this filing. This screen should be skipped if only one attorney is filing this motion/application. (See Figure F.)
- If a checkmark is placed next to Joint filing with other attorney(s), a listing of attorneys presently involved in the case would display for selection.
- Click Next.

File a Motion:

[05-30026 Ben Smith](#)

Type: bk

Chapter: 7 v

Office: 3 (East St Louis)

Assets: n

Case Flag: DebtEd, CredCoun

☐ Joint filing with other attorney(s).

Next

Clear

Figure F

STEP 7 Select Party Screen

- The Select Party screen displays all parties presently involved in the case.
- **Party Listed:** If the party for whom the motion/application is being filed is listed, select the party in the list, click Next, and proceed to STEP 10.
- **Party Not Listed:** If the party for whom the motion/application is being filed is not listed, click Add/Create New Party to add the party to the case.
- Click Add/Create New Party.

STEP 8 Party Search Screen

- The Party Search screen is used to search for and add parties to a case.

Search Hints:

- Search by: Social Security number, tax identification number, last name or business name.
- If a search yields numerous results, enter a first name and/or middle name to limit search results.
- The business name should be entered in the Last/Business name field.
- Enter one search term at a time.
- Try alternate search terms if the first search is unsuccessful.
- Include hyphens in Social Security numbers and tax identification numbers (xxx-xx-xxxx / xx-xxxxxxx).
- Partial names can be used – wild cards may be used before or within search terms (*mith) (Sm?th).

NOTE: It is important to search CM/ECF for an existing party before adding a new party.

- Enter any of the search terms listed above. Click Search.
- **Party found:** Click each of the names to display the party's information for verification. (See Figure G.) Once the correct party has been located, highlight the party in the list and click Select name from the list.
- **No Party found:** If the party is not found in CM/ECF, a No person found message will display. (See Figure H.) Perform another party search using an alternative search term. For example, if using the last name or business name did not generate any results, search using the tax identification number. If the party is not found in CM/ECF, click Create New Party.

Search for a party

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

- Creditor, Jim
- Creditor, Jim
- Creditor Bank,
- Creditor Bank,
- Creditor Test,**
- CreditorName,

Browser Window: https://ecf-test.ilsb.usco...
 Creditor Test
 12 Street
 East St. Louis, IL 62022

Figure G

The screenshot displays a web form titled "Search for a party". It includes input fields for "SSN", "Tax Id", "Last/Business name", "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons. The "Party search results" section shows the message "No person found." in a red-bordered box. At the bottom of the form is a "Create new party" button.

Figure H

STEP 9 Party Information Screen

- Enter/edit the following information on the Party Information Screen: (See Figure I.)
 - **Last name (Business), First name, Middle name, and Generation (if applicable):** Do not use punctuation when abbreviating the middle name or generation. Punctuation should not be included except as specifically outlined in the [Style Guide](#). The name fields are not available for editing if the party was selected from the party search results.
 - **Role:** Select the appropriate role type.
- Verify the party information. Click Submit.

Party Information

Last name	<input type="text" value="Creditor Bank"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="1212 N Anywhere St"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Anywhere"/>	State	<input type="text" value="IL"/>
County	<input type="text"/>	Zip	<input type="text" value="62201"/>
Country	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Role	<input type="text" value="Creditor (cr:cr)"/>		
Party text	<input type="text"/>		

Figure I

STEP 10 Select Party Screen

- The Select Party screen displays again with the new party filer highlighted at the top of the list. (See Figure J.)
- Click Next.

File a Motion:

05-30026 Ben Smith

Type: bk	Chapter: 7 v	Office: 3 (East St Louis)
Assets: n	Case Flag: DebtEd, CredCoun	

Select the Party:

<input type="text" value="Creditor Bank, [Creditor]"/> <input type="text" value="First Bank, [Creditor]"/> <input type="text" value="Harmon, [Creditor]"/> <input type="text" value="Harmon, [Creditor]"/> <input type="text" value="Smith, Ben [Debtor]"/> <input type="text" value="United States Trustee, [U.S. Trustee]"/>	Add/Create New Party
--	--------------------------------------

Figure J

STEP 11 Attorney/Party Association Screen

- The Attorney/Party Association screen is used to associate a party with an attorney. The screen displays if the party selected in a previous Step is new to the case.
- Place a checkmark next to the party's name to establish yourself as counsel for the party.
- Click Next.

STEP 12 PDF Upload Screen

- The PDF Upload Screen is used to transfer an Adobe Acrobat PDF version of the motion/application to the Bankruptcy Court. This PDF document will be associated with the filing. (See Figure K.)

NOTE: Multi-part motions/applications must be one document and a single PDF file.

- Click Browse.
- Change "Files of type:" to All Files (*.*). (See Figure L.)
- Change "Look in:" to the directory on your computer containing the PDF version of the motion/application.
- Right-click the filename of the motion/application. Click Open. Verify the selected file is the correct motion/application. Close Acrobat.

NOTE: It is important to verify the correct motion/application is selected.

- Click Open.
- Do not change the Attachments to Document radio button. Click Next. (See Figure M.)

NOTE: Use of the attachment button is prohibited.

- Click Next.

Select the **pdf** document (for example: C:\199cw501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Figure K

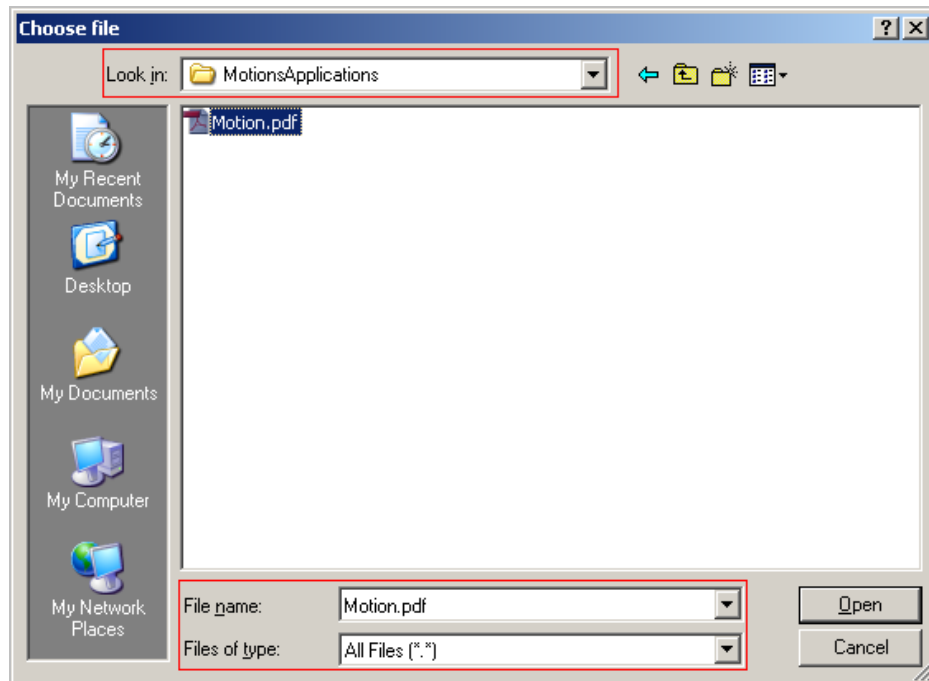


Figure L

Attachments to Document: ☒ No ☐ Yes

Figure M

STEP 13 Fee Prompt Screen

- The Fee Prompt screen is used to determine whether a fee is associated with the motion/application. Enter 'y' or 'n' as appropriate and Click Next. (See Figure N.)

NOTE: This screen may not display for certain types of motions.

- If 'n' is entered, a screen displaying the fee due will display. Note the fee and click Next.
- If 'y' is entered, the Modify Docket Text screen (STEP 14) will display.

File a Motion:

[05-30026 Ben Smith](#)

Type: bk

Chapter: 7 v

Office: 3 (East St Louis)

Assets: n

Case Flag: DebtEd, CredCoun

Is this for Relief from Co-Debtor Stay ONLY or Child Support Creditor or Is this an AMENDED, AGREED or CONSENTED motion or is the filer the US Government?

Please enter Y or N

Next

Clear

Figure N

STEP 14 Modify Docket Text Screen

- The Modify Docket Text Screen is used to modify the docket text associated with the filing. Modify the docket text when necessary. (See Figure O.)
- Click Next.

File a Motion:

[05-30026 Ben Smith](#)

Docket Text: Modify as Appropriate.

Motion for Relief from Stay

Description of Property: . Fee Amount \$ 150 . Filed by Creditor Creditor Bank . (Attorney, James)

Next

Clear

Figure O

STEP 15 Final Submission Screen

- The Final Submission Screen represents the last opportunity to make changes before the motion/application is officially filed. (See Figure P.)
- Review this screen carefully. If the docket text is incorrect, click the browser Back button one or more times to find the screen to be modified, make the correction, and continue through the event. To abort the entire transaction, click Bankruptcy on the main menu.

- Click Next.

File a Motion:
[05-30026 Ben Smith](#)

Docket Text: Final Text

Motion for Relief from Stay Description of Property:.. Fee Amount \$ 150. Filed by Creditor Creditor Bank. (Attorney, James)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure P

STEP 16 Notice of Electronic Filing Screen

- The Notice of Electronic Filing Screen is verification that the filing has been sent electronically to CM/ECF. It certifies that the filing is now an official court document. This screen may be printed if desired. (See Figure Q.)
- Note the case number. The case number may be clicked to access (via PACER) the docket sheet.
- Note the document number. The document number may be clicked to access (via PACER) the PDF version of the filing.

U.S. Bankruptcy Court
Southern District of Illinois

Notice of Electronic Filing

The following transaction was received from Attorney, James P entered on 10/24/2005 at 1:36 PM CDT and filed on 10/24/2005

Case Name: Ben Smith
Case Number: [05-30026](#)
Document Number: [4](#)

Docket Text:
Motion for Relief from Stay Description of Property.. Fee Amount \$ 150. Filed by Creditor Creditor Bank. (Attorney, James)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\MotionsApplications\Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=997368747 [Date=10/24/2005] [FileNumber=41744-0]
[02c1d6d8ee98f5c9b7e01556b3d2864b63d48bf34b3bd61bede11ebfd5329f02b0b2f
001ecbf475d613647c8a5a1d59f167631d2196573d21d3f4ee504ffb47]]

05-30026 Notice will be electronically mailed to:

Figure Q

STEP 17 Filing Fee Payment Screen

- The Filing Fee Payment Screen will display if a motion/application requiring a fee was filed.
- View the section titled Paying Filing Fees Online for more information and to view a demonstration of the fee payment process.